HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 09-20   **21 May 2009**

Verification and Update of Equal Employment Opportunity Information

1. Technicians may verify and update their US Fed Ethnicity and Race Category and Handicap Code using MyBiz application within the Defense Civilian Personnel Data System (DCPDS). MyBiz is Common Access Card (CAC) enabled for login from any government computer 24 hours a day. See TAAI 08-09 for instructions on how to log in to the MyBiz application and register your CAC.

2. The California National Guard annually collects employment data for US Fed Ethnicity and Race Category as well as Disability. This data provides senior leadership a measurement tool of where our organization is in regards to recruiting, retention, and advancement of under represented groups. A significant component of the report is demographic information based on self-identification at the time of appointment.

3. The Equal Employment Opportunity Office is requesting each technician employee verify and update, as necessary, their self identification information no later than 15 September 2009. The MyBiz website located at https://compo.dcpds.cpms.osd.mil/. One improvement within MyBiz allows employees the option to now self-identify two or more races for their US Fed Ethnicity and Race Category. A Handicap Code identifier may change over time. Technicians are urged to update their Handicap Code identifier to assist in the capture of organizational Disability employment statistics. Only one Handicap Code can be selected at any one time.

4. Questions concerning Equal Employment Opportunity may be directed to CMSgt Michael Hunt, at CAGNET 63137, DSN 466-3137, commercial (916) 854-3137, or e-mail michael.hunt5@us.army.mil. Questions regarding technical problems with logging into the application may be directed to TSgt Nathan Morris at CAGNET 6-3414, DSN 466-3414, commercial (916) 854-3414, or email nathan.morris@us.army.mil.

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